

## **APPLICATION FOR STANDARD SALESPERSON'S LICENSE**

Use this form to convert your temporary license to a standard license only if the application sent to you by the commission was **lost or never received**. The commission sends an application to the licensee's residence address of record 6 weeks prior to the temporary license expiration date.

\_\_\_\_\_  
Licensee's Name (please print)

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Residence Address

\_\_\_\_\_

Your temporary salesperson's license will expire on the date shown on your license and pocket card. In order for a standard salesperson's license to be issued with an effective date the day following the license expiration date, this application must be returned to the commission **no later than 10 days prior to the license expiration date** with the following items:

1. **Copy of the certificate of completion for the 30-hour Post-License Course.**  
(If the school provided two certificate forms, be sure to send the Kansas Real Estate Commission version, not the version suitable for framing.)
2. **\$ \_\_\_\_\_ Check, made payable to the Kansas Real Estate Commission.**  
For the prorated license fee amount, contact Norma Rolfe at the Commission office at [norma.rolfe@krec.state.ks.us](mailto:norma.rolfe@krec.state.ks.us) or by phone at (785) 296-3413 or by fax at (785) 296-1771. Please have your license number available.

LICENSEE SIGNATURE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_ RESIDENCE PHONE: \_\_\_\_\_

COMPANY PHONE: \_\_\_\_\_ COMPANY FAX: \_\_\_\_\_

**MAIL TO: KANSAS REAL ESTATE COMMISSION  
3 TOWNSITE PLAZA, STE 200  
120 SE 6<sup>TH</sup> AVE  
TOPEKA KS 66603**

If you have any questions, please contact the Commission at (785) 296-3413.

Fax: (785) 296-1771

[www.accessKansas.org/krec](http://www.accessKansas.org/krec)

NOTE: Once your license has been converted from a temporary to a standard salesperson's license, at or prior to the first renewal, 12 hours of additional instruction, completed during the renewal period, will be required. These hours are not required until the second license renewal if the license expires less than six months after issuance of the standard salesperson's license. To determine if you are required to have the 12 hours at your first or second license renewal, check the license number on your standard salesperson's license. Those prefaced by **"SP"** are required to have the 12 hours at their first renewal. Those prefaced by **"SA"** are NOT required to meet the 12 hours until their second renewal.

The standard license renewal due date is the last calendar day of the month preceding the license expiration date.